

SPECIAL EVENT PERMIT APPLICATION

LARGE EVENT (5,000+ Attendees)



<input type="checkbox"/> Permit Application Fee:	\$50	<input type="checkbox"/> Park Impact Fee	\$100
<input type="checkbox"/> Refundable Deposit:	\$500	<input type="checkbox"/> Alcohol Dispensing Permit:	\$50

Event Name: _____

Sponsoring Organization: _____ Email: _____

Are you a non-profit organizations? ☐ Yes ☐ No If so, Tax ID #: _____

Contact Person: _____ Phone: _____

Organization's Address: _____ City: _____ State: _____ Zip: _____

Event Details

Purpose and Brief Description of Event: _____

Locations of the Event: _____ Years event has been held in IF: _____

Set-Up Date: _____ Set-Up Times: _____

Event Start Date: _____ Event Start Time: _____

Event End Date: _____ Event End Time: _____

Dismantle Date: _____ Dismantle Time: _____

Event Caterer: _____

Will alcohol be consumed at the event? ☐ Yes ☐ No If yes, Security Company: _____ Phone: _____

****Please read the entire "Alcohol Dispensing Limitations and Requirements" section on page 6 of the Policies and Procedures document for all details****

Event Category

☐ Concert/Performance ☐ Dance ☐ Exhibit/Art ☐ Rodeo ☐ Festival/Fair

☐ Outdoor/Farmer's Market ☐ Other: _____

Expected Attendance:	<input type="checkbox"/> 5,000 – 7,499	<input type="checkbox"/> 7,500 – 9,999	<input type="checkbox"/> 10,000+
Has insurance been purchased for the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Page 4 of the Policies & Procedures for details	
Will attendees be charged an entrance fee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Page 8 of the Policies & Procedures for details	
Will there be any inflatable structures at the event? **Absolutely no water based inflatable structures are allowed in City parks**	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Page 7 of the Policies & Procedures for details	
Will the event require streets to be closed or traffic limited?	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Page 5 of the Policies & Procedures for details	
Will tents or stages be used at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will there be tents or canopies that exceed 400 sq. /ft.?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will there be other temporary structures?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will there be vendors at the event who use equipment to heat food, such as grills, burners, etc.?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Will there be pyrotechnics or fireworks at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will generators be used?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will there be amplified music or a PA system? <small>**Please be courteous to the neighbors that live around the park or facility**</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will there be concessionaires (food vendors) at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Page 6 of the Policies & Procedures for details
<ol style="list-style-type: none"> 1. The event host assumes liability for ALL vendors and is responsible for physically verifying each vendor's permits. 2. The event host must purchase a Special Event Temporary Concession Permit. 3. The event organizer must attach a concessionaire roster with business name, contact person and phone. The Parks and Recreation Department will email the list to Eastern Idaho Public Health, for their records. 		

Security Plan

A security plan is required for **ALL** events. However, a licensed security company is only required for events with alcohol and/or events open to the public with 500 or more attendees.

Based off the statement above, does the event require a licensed security company? ☐ Yes ☐ No

If yes, has a licensed security company to help manage your event? ☐ Yes ☐ No

Have you read the "Security Plan" on page 4 of the P & P to determine the security needed for your event? ☐ Yes ☐ No

Does the security plan for the event include provisions for a lost child booth? ☐ Yes ☐ No

Have you attached a security plan and/or agreement between the organizer and a security company? ☐ Yes ☐ No

Security Company: _____ Contact: _____ Phone: _____

Special Event Permit: Policies and Procedures Checklist

I have read the entire *Special Event Permit: Policies and Procedures* and understand all the requirements, limitations, policies and procedures that are associated with each section. By initialing the following statements, I completely understand what is expected of me, as the event organizer, and will comply with each corresponding section.

Initial Certificate of Insurance

Initial Site Plan

Initial Security Plan

Initial Trash and Recycling Plan

Initial Street Closure Requests – Cones, Candle Sticks, A-Frames and Barricades

Initial Concessionaire and Food Vendor Permits and Roster

Initial Alcohol Dispensing Requirements and Limitations

Initial Signage Limitations (Temporary Banners, A-Frames, Yard Signs, etc.)

Initial Route Identifier Markers for Walks, Races and Events

Initial Community Notification

Initial Portable Toilets

Initial Inflatable Structures

Initial Entrance Fees and Event Parking

Initial Tournaments, Camps and Competitions

Initial Cancellation Policy

Required Documentation to Attach to this Application

Initial Certificate of Insurance

Initial Site Plan

Initial Street Closure Requests

Initial Street Division Loaner Form

Application and Facility Rental Fees

All Special Events

Special Event Permit	\$50.00	✓
Park Impact Fee (Events with 100 or more attendees)	\$100.00	✓
Refundable Deposit for ALL Special Events	\$500.00	✓
Special Event Dispensing Permit	\$50.00	
Special Event Temporary Concession Permit (1-10 Vendors)	\$50.00	
Special Event Temporary Concession Permit (11+ Vendors)	\$100.00	

Shelter Rentals Fees

Park Shelters & Gazebos	\$75.00	
Greenbelt Cement Pads (Memorial Dr.)	\$100.00	
Greenbelt Cement Pads ½ pad	\$50.00	
Pier at Snake River Landing	\$75.00	
Sportsman Park Island	\$500.00	
Sportsman Park Lower Deck	\$75.00	
Sportsman Park Upper Deck	\$75.00	
Tautphaus Park Multi-Purpose Shelter	\$300.00	
Tautphaus Park Lilac Circle	\$50.00	
Freeman Park Bandshell	\$200.00	
River Gardens at Taylor's Crossing	\$100.00	
Sandy Downs Rodeo Grounds and Grandstand	\$700.00	
Sandy Downs Rodeo Set up Fee	\$300.00	
Sandy Downs Fire Pit	\$20.00	
Sandy Downs North Arena	\$200.00	
Idaho Falls Raceway	\$500.00	
Idaho Falls Raceway Concession Booth	\$100.00	

Equipment Rentals

	Fee	Quantity
Water Spigot Deposit (\$75.00 replacement fee)	Free	
Cones (\$50.00 replacement fee)	Free	
Candle Sticks (\$50.00 replacement fee)	Free	
A-Frames (\$65.00 replacement fee)	Free	
Barricades (\$300.00 replacement fee)	Free	
Volleyball Equipment (\$50.00 replacement fee)	\$10.00	
Picnic Table + Delivery (1 – 6 Tables)	\$50.00	
Additional Picnic Tables	\$5.00 ea.	
Recycle Bins and Liners	Free	
Trash Cans	\$4.00 ea.	
Bleachers	\$40.00 ea.	
Canopy (15x15)	\$75.00	
Fencing (up to 200 ft.)	\$100.00	
Additional Fencing Beyond 200 ft.	\$0.20/ft.	

***The \$500.00 deposit is a cleaning deposit as well as security for damages to City facilities/grounds and broken or lost equipment.**

I (the signer) have read this entire Special Event Permit Application and corresponding Policies and Procedures and agree to abide by ALL rules, regulations and requirements. I have attached all required documentation to this application. I understand that failure to comply with ALL requirements, deadlines and commitments may result in termination of my permit and denial of subsequent permit requests.

I (the signer) understand that I am responsible for the conduct of the group and for the condition of the reserved park area. This permit is subject to all Municipal Ordinances as defined by the City of Idaho Falls, in addition to all rules and regulations governing the City's Parks and Recreation Department. I agree that during the use of the park facility, the sponsoring organization will not exclude anyone from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of the person's race, religion, disability, sexual orientation, gender identity or national origin.

Event Organizer's Printed Name

Date

Event Organizer's Signature

For City Office Use Only

Application Fee: \$ 50.00
Park Impact Fee: \$ 100.00 (\$100 – Required for Events expecting more than 100 attendees)
Special Event Refundable Deposit \$ 500.00
Temp. Concession Permit Fee: \$ _____ (\$50 for 1 – 10 vendors, \$100 for 11+ vendors)
Dispensing Permit: \$ _____ (\$50.00/Day + 3% of Gross Sales – Only for Events with alcohol)
Facility Rental Fee: \$ _____
Equipment Rental Fees: \$ _____
Total Due: \$ _____

Checklist for Parks and Recreation Office Personnel:

- _____ Initials on Page 2
- _____ Signature on Page 3
- _____ Payment in Full
- _____ Certificate of Liability Insurance (14 days prior to the event)
- _____ Site Plan
- _____ Security Plan
- _____ Trash and Recycling Plan
- _____ Street Closure Request
- _____ Concessionaire and Food Vendor Permits and Roster
- _____ Agreement between Security and Organizer (Only public events with alcohol and/or more than 500 attendees)
- _____ Agreement between Alcohol Vendor and Organizer

**Deadline Date for
Certificate of Insurance:**

____/____/____

Please mark all departments that need to sign the following Special Event Application:

Clerk's Office	Legal	Parks & Recreation	Fire	Police	Public Works	Power
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Authorized City Representatives

Clerk's Office

City Clerk – Special Event Dispensing Permit **Sign:** _____ **Date:** _____

Legal Department

City Attorney – Review Application **Sign:** _____ **Date:** _____

Parks and Recreation Department

Special Event Coordinator **Sign:** _____ **Date:** _____

Parks or Recreation Superintendent **Sign:** _____ **Date:** _____

Fire Department

Fire Marshall Safety Sign-Off **Sign:** _____ **Date:** _____

Police Department

Captain – Special Event Dispensing Permit **Sign:** _____ **Date:** _____

Special Event Sargent **Sign:** _____ **Date:** _____

Public Works

Street Closures and Barricade Approval **Sign:** _____ **Date:** _____

City of Idaho Falls' Special Event Committee Reviewed This Application on This Date: _____ **Date:** _____



CITY OF IDAHO FALLS STREET DIVISION – LOANER FORM

Name of Person Responsible for Equipment: _____

Address: _____ City/State/Zip: _____

Phone: _____ Email: _____

Event Name / Company: _____

Event Date: ____ / ____ / ____ Event Location: _____

<u>Equipment</u>	<u>Quantity</u>	<u>Replacement Cost</u>	<u>Total Replacement Cost</u>
CANDLESTICKS & BASE		\$50.00 (EACH)	
A-FRAME		\$65.00 (EACH)	
CONES		\$50.00 (EACH)	
SIGN AND STAND		\$300.00 (EACH)	
			TOTAL REPLACEMENT COST:\$

Drop-Off Location: _____ Pick-Up Location: _____

Signature: _____ Phone Number: _____

*Please be aware you are responsible for the return of ALL listed items above. Your refundable deposit will be used to cover the replacement cost of any unreturned equipment. If your total replacement cost exceeds your deposit, you will be billed for any remaining debt to the City of Idaho Falls.

Thank You,
Street Division Management